



## LIBRARY COMMISSION MINUTES

---

### Regular Meeting

Tuesday, December 4th, 2012 5:30p.m.

Los Altos Main Library

13 South San Antonio Road, Los Altos, 94022

---

### ROLL CALL

Commissioner Perga called the meeting to order at 5:32pm

Present: Chairperson: Perga; Commissioners: Tucker, Smith, Poulos, Struthers and Suelzle

Absent: Commissioner Hill

Also Present: Peggy Ford, City Staff Liaison; Cynthia Wilson, Acting Community Librarian; Nancy Howe, County Librarian

### MINUTES

- 1) COMMISSIONER POULOS MOVED that the minutes of the November 6th, 2012 Library Commission meeting, be accepted as corrected. THE MOTION WAS SECONDED BY COMMISSIONER SUELZLE AND PASSED UNANIMOUSLY BY VOICE VOTE.

### PUBLIC COMMENT

Los Altos City Manager, Marcia Somers, spoke regarding changes to commission meetings and processes for reporting

### BUSINESS

#### DISCUSSION AND ITEMS OF INTEREST

- 2) New Library Location and Funding  
Commissioners discussed with City Manager how to proceed with library location options and funding. Commission will consider waiting to act on location and funding once a downtown parking study is completed in spring of 2013.
- 3) Library Commissioners Handbook – Commissioners Struthers, Tucker and Poulos  
Reviewed hard copy version of Library Commission handbook to be given to Library Commissioners as they are newly appointed to Library Commission. Commissioner Struthers agreed to update the handbook regularly as items within change such as budget, circulation, personnel, etc. as long as he is on the Commission. Commissioners agreed to assign the task to Commissioners as people go off or come on the Commission.
- 4) Library Budget  
County Librarian, Nancy Howe will request the presence of Chuck Griffen, Financial and Administrative Services Manager for the County Library to attend the next meeting and will use the current budget to describe Library funding as it relates to Los Altos and Los Altos Hills.

5) Public Access to Library Commissioners

A sign located near photos of commissioners will encourage the public to contact commissioners via the Community Library and City Liaison to the Library Commission.

**REPORTS**

6) Commissioner Tucker reported on October Council Meetings

Commissioner Tucker reviewed with commission outcomes of the October City Council meetings.

7) Nancy Howe, County Librarian

Reported to Commission on past, current and upcoming County Library Events

8) Cynthia Wilson, Acting Community Librarian

Reported to Commission on past, current and upcoming events at the Los Altos & Woodland Libraries.

9) Friends of the Library, Elayne Dauber

November book sale brought in under \$12,000.00. Next book sale Feb. 8-10, 2013.

10) Commissioner Smith, Los Altos Library Endowment and North County Library Authority Report

Nothing new to report

NCLA will not meet again until January, 2013

**FUTURE AGENDA ITEMS**

**Set February 5th Meeting Agenda**

**ADJOURNMENT – 6:47p.m.**

Respectfully Submitted by

Peggy Ford, Senior Recreation Supervisor

Liaison to the Library Commission